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ADJUSTMENTS USER MANUAL

APPROVING ADJUSTMENT DOCUMENTS

INTRODUCTION

The Adjustment administrator will assign users to whatever approval levels have been created for your agency. The Adjustment administrator sets up the number of approval levels and also the names of the approval levels as they appear in the application. The names of the approval levels are seen as the 'Status' on the **Status** screen, on the approval buttons on the **Approval** screen, and on **Reports**.

TO APPROVE AN ADJUSTMENT DOCUMENT

Select an adjustment document from the **Status** screen. It will open on the **Approval** screen where you can review the details and then approve the document.

1. On the **Status** tab, click the **Approve** link next to a document number.

Figure 1 - Status screen

The Status screen displays a table of adjustment documents. The table has columns for Document #, Batch Type, Description, and Status. The 'Approve' link for document 204 is circled in red.

	Document #	Batch Type	Description	Status
Edit	1003	2	Fleet adjustments	Adj Distribution in Progress
Approve	111	2	Bobs adjustments	Awaiting Release to Star
Edit	202	A	January adjustments	Adj Distribution in Progress
Approve	204	A	Supplies adjustments	Awaiting Accts Payable
Edit	Ant56789	5	March adjustments	Adj Distribution in Progress
Edit	000	4	Expenditure adjustment	Awaiting Adj Distribution

The **Approval** screen will open with the approval level status indicated.

Figure 2 - Approval screen

The Approval screen displays document details for document 000. The 'Awaiting Accts Payable' status is circled in red. The screen includes fields for Doc #, Batch Type, Effective Date, and Description. It also features a table of adjustment details and buttons for 'Approve Accts Payable', 'View History', 'Undo Approval', 'Save & Continue', 'Save & Clear', 'New Document', and 'Delete Document'.

Doc # 000 Batch Type 4 Effective Date 6/10/2008

Awaiting Accts Payable

Description Expenditure adjustment Group

Comments

☐ Index Title ☐ PCA Title ☐ ExpSub Title ☐ Grant Title ☐ Project Title ☐ BU Title ☐ Fund Title

IC	R	Amount	Index	PCA	PCN	ExpSub Dtl	RevSub Dtl	Grant Phs	Project Phs	BU	Fund Dtl	InvNo	Description	Vendor
068		\$10.00	1000	03201						HDAG	0290		SUPPLIES ADJUSTMENTS	
068	R	\$10.00	1000	02100						HDAG	0290		SUPPLIES ADJUSTMENTS	

[Approve Accts Payable](#) [View History](#) [Undo Approval](#)

[Save & Continue](#) [Save & Clear](#) [New Document](#) [Delete Document](#)

2. If desired, check the check box for any 'title check box' for a fiscal code to display its descriptive title. For example, check **SubObj Title** to display the title of the subobject code. Uncheck a 'title check box' to hide its title.

Figure 3 - Fiscal Code title

The screenshot shows a web interface for setting fiscal code titles. At the top, there are several checkboxes: ☐ Index Title, ☒ PCA Title, ☐ SubObj Title, ☐ Grant Title, ☐ Project Title, ☐ BU Title, and ☐ Fund Title. Below these is a table with columns: TC, R, Amount, Index, PCA, Title, PCN, SubObj Dtl, Grant Phs, Project Phs, BU, Fund Dtl, InvNo, Description, Vendor, Sfx, and Ref. The table contains two rows of data. Below the table, there are buttons for 'Approve Approval 1', 'View History', and 'Undo Approval'. At the bottom, there are buttons for 'Save & Continue', 'Save & Clear', 'New Document', and 'Delete Document'.

3. If there are attached documents to view for the document, an asterisk will appear on **Attachments** tab. (You can also add a new or additional attachment.)
 - a. Click the **Attachments** tab.
 - b. Click **View** to open a separate window for each attachment.
 - c. When finished viewing the attachments, click the **Approval** tab.
 - d. To add new or additional attachments, see Attaching Scanned Documents.
4. If needed, change the **Effective Date** to control the month in which month the transaction will process in STARS, as long as that month is open.
5. Click the **Approve** button (the name or label of the actual button will be set up by your Payment Services administrator).
 - Click **View History** to view the approval history of the document.
 - To reject an adjustment document, click **Undo Approval**, select where you want to return the document to, and then click **Save**.

Figure 4 - Undo approval

The screenshot shows a dialog box titled 'Set Document '204' to status:' with three radio button options:
☐ Awaiting Adj Distribution
☐ Awaiting Accts Payable
☒ Awaiting Release STARS
 To the right of the dialog is a table with columns: ☐ BU Title, ☐ Fund Title, Description, and Vendor. The table contains two rows of data. Below the table is a button labeled 'Undo Approval'. A red arrow points from the 'Undo Approval' button to the 'Awaiting Release STARS' radio button.

6. The final approval will release the adjustments to STARS. The approval status will read, **"Released"**. The batch number for adjustment transactions will be displayed in **Today's Batch #**. Batch numbers are automatically incremented from 001 to 899.

Figure 5 - Released

The screenshot shows a web interface for a document. At the top, there are tabs: Status, Document, Attachment, Approval, and Reports. The 'Status' tab is selected. Below the tabs, there is a section for 'Doc # 000' and 'Batch Type 4'. The 'Effective Date' is '6/10/2008'. The status 'Released' is highlighted with a red circle. Below this, there is a table with columns: Description, Expenditure adjustment, and Group. The table contains one row of data. At the top right, 'Today's Batch #: 095' is displayed in a red box.